

General Procedures for Admission to Private Hospital using Youth funding:

LIMITED FUNDING FOR FY13 ONLY: CHECK WITH EMERGENCY MANAGER TO ASSURE THAT FUNDING IS STILL AVAILABLE.

	<i>Emergency Services Staff Will:</i>	<i>Discharge Planner Will:</i>	<i>Regional Projects Office Will:</i>
Consumer Presents for Evaluation	<p>Assess and determine appropriate disposition, if any:</p> <ul style="list-style-type: none"> • refer to Outpatient services, or • admit to hospital. 		
	<p>Determine eligibility for Youth funding</p> <ul style="list-style-type: none"> • No health insurance, including Medicaid • No other private resources • Under age 18 • Resident of one of five CSBs in Northern Virginia • Less restrictive alternatives not available, non-existent, or do not meet client's psychiatric needs • Evaluated by CSB staff person and deemed eligible for this funding 		
At Admission	<ul style="list-style-type: none"> • Complete Youth Funding: Admission Form • Authorization of Youth bed days is for 1 to 5 days (but no more than 5 days). • Fax completed forms and a copy of the completed Pre-admission Screening Form, to the Regional Projects office at 703-968-4020 and the CSB Discharge Planner • Notify the CSB youth LIPOS discharge planner • For Cross Jurisdictions: Notify Emergency Services staff in home CSB who will notify appropriate discharge planner 	<p>Discharge Planner will note number of authorized bed days</p> <p>Contact admitting Hospital, and review consumer's clinical status within 1 business day of admission to hospital</p>	<p>Notify C. Butler in Contracts</p> <p>Enter data into Database.</p>

	<i>Emergency Services Staff Will:</i>	<i>Discharge Planner Will:</i>	<i>Regional Projects Office Will:</i>
At expiration of initial authorization (1-5 days)		<p>Coordinate discharge and complete Youth Funding: Discharge Form, or</p> <p>Complete Youth Funding: Extension Authorization Form(s) (5 day extension form(s) for each additional 5 days) and provide copy to hospital</p> <p>Fax a copy of form(s) to the Regional Projects Office at 703-968-4020</p>	<p>Enter relevant Data into database.</p> <p>If no discharge form or extension form received in the Regional Office, Regional Clinician will contact the discharge planner to determine status of consumer and obtain forms.</p>
If additional extension is requested (and for all subsequent requests, if any)		<p>Discharge Planner will notify Regional Projects Office that an additional extension beyond 10 days is requested and will provide detailed clinical update.</p> <p>Discharge Planner will provide Consultation Team (that includes Regional Clinician and Youth/Aftercare Manager or designee) with copies of hospital records and discharge planner notes</p>	<p>Regional Clinician will coordinate clinical review of request by a Consultation Team (that includes Regional Clinician and Youth/Aftercare Manager or designee).</p> <p>Decision to approve extension or deny additional funding will be made by Consultation Team</p>
Consumer Discharged		Discharge Planner completes Youth Funding: Discharge Form and faxes to Regional Office at 703-968-4020	<p>Enter relevant data into database</p> <p>File completed packet to await final invoice.</p> <p>Once invoice received, comparison made to completed packet. If all paperwork is complete, invoice is paid.</p>
Regional Clinician			Wendy Ford at 703 449-6307
Discharge Planners		<p>Alexandria: Laurie Meyer at 703 746-6010 or 571 213-7963</p> <p>Arlington: Violetta Battle at 703 228-1544</p> <p>Fairfax-FC: Jean Bartley at 703 324-4417</p> <p>Loudoun: Mary Jo Blair and Jacqueline Reynolds at 703 771-5176</p> <p>Prince William: Betsy Strawderman at 703 792-7824</p>	

	<i>Emergency Services Staff Will:</i>	<i>Discharge Planner Will:</i>	<i>Regional Projects Office Will:</i>
Youth/After care Manager for Consultation Team		Alexandria: Mercedes Wilson Dallas at 703 746-3575 or 703 303-0558; Laurie Meyer at 703 746-6010 or 571 213-7963 Arlington: Laura Ragins at 703 228-1592 Fairfax-FC: Dan Thompson at 703 207-7717 Loudoun: Kay Dicharry at 703 777-0174 Prince William: Betsy Strawderman at 703 792-7824 or Alicia Bush at 703 792-7095	
Hospitals	Dominion Hospital: Age range=5-17 Poplar Springs Hospital: Age range=11-17 Snowden Hospital		